

2015 RELEASE UNDER E.O. 14176

MEMORANDUM FOR: Executive Director-Comptroller
THROUGH : Deputy Director for Support
SUBJECT : Establishment of Tickler System on Expiration Dates
of Contracts with Contract Employees

1. This memorandum is for your information.
2. Since 1953, our Contract Personnel Division has maintained a tickler system on the expiration dates of contracts for all categories of contract personnel.
3. Every four months, we send a report to each Agency component administratively responsible for any individual(s) whose contract will expire during the next four-month period. This report lists two categories of contract expirations: the first category includes the names of those individuals whose contracts will expire in the succeeding four months; the second category includes the names of those individuals whose contracts have expired but for whom no action has been initiated by the using component to formalize either termination or renewal of the contract. Contract Personnel Division regularly follows up on an informal basis with those elements which have outstanding cases in the second category.

Matthew D. Echols

Matthew D. Echols
Director of Personnel

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OD/Pers/ [] ck (13 Feb 67)
OD/Pers/ [] mtw (28 Feb 67) - Rewritten

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F I L E Personnel 7

**Executive Director -Comptroller
Room 7D59, Hqs**

The attached memorandum is responsive
to questions you raised about a tickler system for
employment contracts during our meeting with the
Director of Personnel on 16 January.

SIGNED R. L. BANNERMAN

R. L. BANNERMAN

02 MAR 1967

Deputy Director for Support 7D18, Hqs

EO-DD/S:VRT/ms (1 Mar 67)

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fr D/Pers, subj: Establishment of Tickler System on Expiration

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Approved For Release 2003/04/29 : CIA-RDP84-00780R001800100062-6
TRANSMIT/PAL SLIP DATE 14 February 1967

TO: Mr. Bannerman via Mr. Warfield
ROOM NO. BUILDING Mr.

REMARKS:

Attached is a report to Colonel White on the tickler system Personnel has for alerting components about the upcoming expiration of employment contracts.

Recommend **3** initials.


WFV

FROM:

Approved For Release 2003/04/29 : CIA-RDP84-00780R001800100062-6
ROOM NO. BUILDING EXTENSION

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ACTION	DIRECT REPLY	PREPARE REPLY	
APPROVAL	DISPATCH	RECOMMENDATION	
COMMENT	FILE	RETURN	
CONCURRENCE	INFORMATION	SIGNATURE	
<p>Remarks:</p> <p>1 to 2</p> <p>The attached memorandum is responsive to questions you raised about a tickler system for employment contracts during our meeting with the Director of Personnel on 16 January.</p> <p>R. L. Bannerman</p>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.		DATE	
Director of Personnel 5E56			
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